

FEI 73

EXERCISE IN

**ORGANIZATIONAL DEVELOPMENT
AND
MULTI-TEAM BUILDING**

JANUARY 28 - FEBRUARY 2, 1973

**FEDERAL
EXECUTIVE
INSTITUTE**

**U. S. CIVIL
SERVICE
COMMISSION**

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The Institute has presented seminars and workshops in Organizational Behavior and Development, both as part of the eight-week Residential Program in Executive Education and in special one-week programs. The first opportunity for managers to bring their teams to FEI came in August, 1971. Since then, we have presented several similar programs and the response has been most encouraging both in numbers of participants and in follow-on activities generated at the workshops. A total of 25 teams have now participated representing a wide spectrum of agencies such as FCC, IRS, Army, Navy, Air Force, CIA, NPS, HEW/OE.

In view of this demonstrated interest and acceptance, it has been agreed to offer the OD Team Building Workshop in January, 1973. Based on experience and in consultation with the most capable and knowledgeable trainers we could locate, we have re-designed our program so that executives, teams, and multi-teams will have maximum opportunity to encounter the theories, practices and potentials of Organizational Development in the work team setting. These central concepts will again be pursued:

- (a) The expanding of human potential as a basis for all organizational growth.
- (b) The need for receptivity for change as well as a capability to design change at the individual, organizational, and system levels.
- (c) The centrality of the small face-to-face group (the team) to the overall performance of the organization.
- (d) The potential for maximum payoff where interrelated teams share the experience.

In this workshop we will give preference to interrelated teams, i.e., two or more work teams that are in direct relationship with each other in the work setting. Then, to single teams of 5 or more people who work together in the same organization, who are central to the decision making process, and who meet regularly on a face-to-face basis. In each of these cases it is especially desired that the Director of the work team participate in the program. Based on availability of space, applications of individual leader-managers who wish to sharpen their leadership skills will be accepted. Simulated teams will be established. In a variety of learning situations, all will have an opportunity to engage in one critical dimension of OD, team building, that will have direct relevance to their effectiveness on the job.

Time will be divided about equally between presentation of material on Organizational Development (lectures, readings, cases, etc.) and team building. The concept of multi-team or transorganizational team building is a new activity in the Institute setting. A technique of unusual promise, it is expected to be especially fruitful in developing cross-team effectiveness.

Coordinator for the program is Dr. Edward J. Jones, Jr., Professor, Federal Executive Institute. The staff will consist of faculty members of the Federal Executive Institute, supported by selected OD consultants.

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This Workshop is designed primarily for work teams headed by FEI graduates. To the extent spaces are available the work teams headed by other executives at levels 16 and above, or equivalent will be accepted. Individual nominations will carry third priority. Total enrollment is limited and early receipt of nomination is urged. Representation from a wide variety of agencies is sought; state and local government officials are invited to participate. For Federal officials, Optional Form 37 (Nomination-Registration for Training) should be submitted by authorized agency representatives to the Registrar, Federal Executive Institute. State and local agencies should write to the Registrar at the Institute, Route 29 North, Charlottesville, Virginia 22903.

Facilities and Costs

The Federal Executive Institute occupies a self-contained residential and educational facility on an eight-acre knoll about one mile north of the University of Virginia campus. Private rooms are assigned all participants; and excellent meals are served in the dining room.

The fee for the workshop is \$350 and covers all basic costs: program tuition, reading materials, private bedroom, and all meals. Typically, agencies provide \$2.50 per day to the participants for incidental expenses.

Schedules and Deadlines

The Workshop will begin at 5:00 p.m. on Sunday, January 28, with a dutch treat social hour. Registration and room assignments will take place between 3:00 and 5:00 p.m. If transportation schedules require an earlier arrival, arrangements may be made for accommodations. The Workshop will conclude on Friday at 3:00 p.m.

Deadline for Nominations: Monday, January 8, 1973

Deadline for Cancellations: Monday, January 15, 1973

Substitution of eligible persons may be made up to the beginning of the Workshop.

FEI

The principal activity of the Federal Executive Institute is its Residential Program in Executive Education, which is eight weeks in duration and is offered four times throughout the year. Approximately 60 career officials who come from all the major agencies of the government participate in each session.

The purposes of the Residential Program are:

- To heighten responsiveness to national needs and goals.

- To increase appreciation for the totality of the governmental system.

- To improve knowledge of managerial processes.

Executives at the senior levels of the government (GS-16 and above or equivalent) are urged to contact responsible officials in their agencies for further information. Nominations are made by these organizations, in accord with quotas assigned by the Institute.

Address inquiries and correspondence to the Federal Executive Institute, Route 29 North, Charlottesville, Virginia 22903. Telephones: Direct Dial Commercial, Area Code 703, 296-0181; Federal Telecommunications System, Area Code 703, 296-1295.